

UMCES Staff Council
Meeting Minutes
June 12, 2019
10AM

Present: Amy Griffin, Brian Duke, Juliana Brush, Julia Bliss, Lori Stepp, Lisa Ross, Kurt Florez, Jeannette Connors, Katie Kline, Cami Martin, Molly Pickel, Michelle Prentice, Kevin Bruce, April Lewis

Agenda Items:

- New member welcome - Amy Griffin welcomed new members and asked everyone from each unit to introduce themselves. She mentioned that she had sent out a link to information for this meeting. Additionally, for new members, she sent out the new member packet with welcome letter. The packet includes a calendar of meetings for the next year (please mark your personal calendars now to avoid schedule conflicts later), list of members/representatives for upcoming year, communication guidelines (how we use email and google drive), information about committees, policies (UMCES) and by-laws (staff council-specific), and shared governance at system level and at UMCES. She also noted that USM is very supportive of shared governance. All universities within USM have representation on CUSS (Council of University System Staff) and each university has their own shared governance body, as well. The UMCES Staff Council has an advisory role to UMCES President and Administrative Council, while CUSS advises the chancellor and regents. The Staff Council Chair or vice chair participate in UMCES administrative council (bi-monthly) meetings. Please review the guide to understand more about Staff Council.
- Transitions - with outgoing members and new members, the Council will need to fill some openings on committees, as well as the on executive team
 - Committee Roles
 - Communications - Kurt Florez (chair) outlined the function of the communications committee, which is to promote events, publish newsletters, assist other committees with communication-related activities. Other members are: Amy Griffin, Katie Kline, Jeannette Connors. We are losing two members and will need replacements. Kevin Bruce indicated an interest in serving on communications committee. Update: Next steps will be to publish the next quarterly newsletter and start planning promotion of staff appreciation day.
 - UMCES Staff Award/US Board of Regents Staff Awards - Michelle Prentice (chair) indicated that the committee solicits applications and facilitates the application process for both the BoR Staff Award and UMCES Staff Excellence Award. The primary role of this committee is to

help recognize the great work performed by UMCES. Current members include Lisa Ross and Lori Stepp. The committee could definitely use additional members. Update: Deadline for Staff Award (June 30th) is approaching. Directors were encouraged to promote nominations at individual labs to consider making nominations.

- Staff Appreciation Day - Juli Brush (chair) noted that the committee was larger last year in order to tackle planning for the inaugural event and it became more of an “all hands on deck” situation. John Piasecki, April Lewis, Julia Bliss, Kurt Florez, Amy Griffin, Curtis Henry, Michelle Prentice all helped last year. The committee will need additional help as it will be experiencing some turnover. Update: PO for caterer is in process but committed, venue is reserved.
- Executive Team - There is a summary of the job responsibilities for each Executive Team position on the Google Drive. The outgoing chair stays on at least one more year to serve as past chair. Due to turnover, at least two positions will need to be filled on the Executive Team.

Chair - We will need a new one; this position serves as a liaison to UMCES president and other UMCES leadership, administrative council representative, overall leader to the council and executive team, works with Lisa/Lori from administration for questions/scheduling, has the option to serve as a primary CUSS representative, and prepares annual progress report to Dr. Goodwin. Amy Griffin currently holds this position.

Vice Chair - serves as back up to chair; also has option to serve as CUSS representative. Kurt Florez currently holds this position.

Secretary - We will need a new one; the secretary is primarily responsible for taking meeting minutes, handling email correspondence from the UMCES Staff Council email account, and uploading meeting agendas to the Staff Council web page. The current secretary is Katie Kline.

Past Chair - Amy Griffin

We strongly encourage new participation along with participation of anyone currently on the council. Contact Amy if you're interested by June 26th for CUSS/Executive Team.

- CUSS (Council of University System Staff) - Amy Griffin, Lori Stepp, Julia Bliss, and Michelle Prentice currently serve as UMCES CUSS representatives. Staff from all the USM institutions meet and discuss issues that impact staff; participate in Advocacy day during legislative session; participate in committee work (legislative, BoR, communications) during the meetings. If you are interested in joining or staying on CUSS, please send Amy an email.

The Staff Council meets annually with the UMCES President. At the last meeting, one topic of discussion was sustainability of the council and ways to better communicate Staff Council's activities to all UMCES staff. During the election process this year, MDSG had full participation. It was noted that they hold monthly staff meetings with the Director. We are encouraging labs to improve communications.

- Update on staff meetings from each lab/lab-specific staff communications - One goal for the upcoming year is for the council to work to encourage/improve communication at the unites. It was suggested that the council work with AD's to institute more formal routes of communication to encourage better communication. Dr. Goodwin offered to provide encouragement. It is critical that we communicate with colleagues about what's happening on Staff Council.
- Policy and By-Laws Changes Update - Policy changes were submitted to Executive Council meeting; the changes were not approved "as is". The Executive Team will have to address some questions from the Executive Council
- EAP review by Lisa - Enova - offered benefits - how to best get it out to staff, mental health services, assistance with elder/child care, legal assistance, financial assistance, flyer went out from Lisa
- Formation of committee on external awards - Roll in with current awards committee or start a new/separate committee? At last meeting, we discussed other ways to recognize staff - externally (local, regional, state, national). It was mostly agreed to roll it together with other awards committee. Will need more assistance/committee members.
- Admin. Council Updates (Amy) - 3% COLA July 1st; convocation/commencement at CBL - 10 students walked; mentioned staff excellence award and staff appreciation day date; reu's are at HPL and CBL; CB report card was released; UMCES (all/inside) newsletter has started
- HR Updates (Lisa) - Open enrollment will be different this year but there is no timeline yet. Tuition remission project (automated) has been pushed back to winter roll out. We have been experiencing issues with Workday for new employees and contractuales. There have been lapses in time/communication between College Park and our HR.
- Lab Updates -

AL- just recently hosted a Watershed Moments public event where AL faculty member, Matt Fitzpatrick, presented his climate change modeling work. AL will be holding their Open House in the fall on November 9th in conjunction with the Western Maryland STEM Festival. AL has a new faculty member starting later this summer, Emily Cohen.

CBL - planning open house; trying to bring in outside agencies to participate

HPL - new HR person, Addie Cropper, will start on Monday. HPL also has a new faculty member starting later this summer Joe Jerisaa (sp?)

CA - hiring a new VP for strategic initiatives, hiring an office coordinator, will be hosting BoR with presidents, regents, and chancellor

IMET - Baltimore artscape, finishing first artist in residence; fall will be hosting colloquium; received 5 year fully funded fellowship for 1 student;

MDSG - moving offices to new university-owned campus (Discovery District) on June

28th; filled AD position for communications and engagement (Lisa Tulsi);
IAN - Trish Sommers will be business manager to replace Ken Barton

Attachments:

- CUSS Informational Sheet
- 2019-2020 Meeting schedule
- Executive Committee Roles
- Staff Council Member List 2019
- New Member Packet 2019
- Staff Council By-Laws
- Staff Council Policy